

# Principles of scheduling (C 2024-0459)

## General conditions

For Chalmers to offer early and correct schedules - and for work to be done efficiently and with quality - the following rules of conduct have been agreed upon:

- The regular teaching activities are prioritized before other activities in terms of allocation of schedule time and CUL premises.
- The number of course participants and the activity determine which hall size and/or hall function that is assigned for the course occasion.
- Larger events (fairs, conferences etc.) and schedule-breaking activities that impact the schedule for several programs, or that take up many halls, will be notified by March 1 for activities during the autumn semester and by September 1 for activities during the spring semester. If possible, recurring events are scheduled on the same study week and weekday.
- Schedule-free activities are regulated by special decisions made by the Vice President of Education and Lifelong Learning.
- Fixed dates for submission of schedule documents and referral responses to schedule proposals must be respected.
- If a response to a schedule referral is not received in time, a reminder is sent to the course director. In the event of no response, a reminder is also sent to the Assistant Head of Department. The consequence of late submissions is that scheduling of all courses will be delayed. Subsequently, this may lead to the schedule not being published at the appointed time.
- Changes received after publication will only be executed if there are available premises. In general, there will be no scheduling changes that affect the schedule of other courses.
- The schedule is based on the academic year at Chalmers. There are no schedule-free days during primary school's autumn and February breaks.
- Major schedule revisions are conducted every three years, ensuring that the schedule works well from a student perspective.
- Scheduling is carried out according to the established process and principles of scheduling.

## Teaching hours

- Regular teaching hours are 08:00-17:00.

- To make efficient use of the premises, the teaching is scheduled as follows:
  - 2-hour sessions: 08:00-09:45, 10:00-11:45, 13:15-15:00, 15:15-17:00.
  - 3-hour sessions: 15:15-18:00 (alternatively 10:00-12:45 or 12:00-14:45, provided there is time for lunch before or after the session).
- In exceptional cases, laboratory sessions can be scheduled after 17:00, if there are no other time slots available. They can also be scheduled during lunchtime if there is time for lunch before or after the session.
- A teaching lesson is 45 minutes. This also applies to distance learning, with exceptions being handled by the examiner.

## **Scheduling**

- When scheduling, the program plan is taken into account. There must be no scheduling conflicts between compulsory courses. For compulsory elective courses and optional courses, course combinations that are common will be taken into account.
- For courses that have been assigned a schedule block, lessons should be scheduled within the block. Laboratory sessions may be placed outside of the schedule block, but only if necessary and not for the entire class.
- Consideration to the teacher's needs and wishes:
  - Strict consideration: The teacher's other courses, management or development assignments at Chalmers, or medical needs.
  - Other schedule requests will only be considered if possible.

## **Scheduling should be carried out with the ambition that:**

- Courses are scheduled in premises based on the residence of the program, especially for year 1, but only to the extent that it is possible in terms of availability.
- Good quality in the scheduling is ensured, which means:
  - Regular schedules, i.e. the same times and premises every week.
  - Avoidance of free periods.
  - Avoidance of long movements during breaks.

- Appropriate venues that are closely adapted to the number of participants.

### **Course committee meetings**

For undergraduate programs, time for course committee meetings must be reserved in the schedule. Course committee meetings are scheduled from study week 3 to study week 8. As far as possible, consideration must be given to the students' other scheduled courses, enabling them to participate in course committee meetings. For courses within advanced level programs, no times are reserved in the schedule.